

PRO FORMA – INSTRUCTING LEGAL SERVICES (w.e.f.06.05.13)

Legal Services will not be able to commence work unless the following information is supplied:

The information below can be typed in by Instructing Officers and then this form can be e-mailed to Legal Services provided a Commissioning Officer is copied in on the e-mail.

Client Name:	Richard Phillips
Case Name: (eg. Name/Address)	FLC Car Sales, Falling Lane, Yiewsley
Client Department Ref:	REF: 692/APP/2022/1741
Completion Date (8/13 week/ PPA target Date)	Application to be approved under delegated authority
Nature of work requested: [Summary, eg. S106 for Planning Application.]	Deed of Variation required on above S73 application which relates to outline permission ref. 692/APP/2017/749 granted on 11/3/19.

Heads of Terms (from 692/APP/2017/749)

- (i) Transport: All on site and off site highways works as a result of this proposal, including improvements to the site access, (which shall be constructed as a Heavy Duty Crossover),**
- (ii) Construction Training: Either a construction training scheme delivered during the construction phase of the development or a financial contribution**
- (iii) Air Quality: The applicant provides a financial contribution in the sum of £16,819.**
- (iv) Affordable Housing: A contribution of £298,770 in lieu of affordable housing on-site provision and an affordable housing review mechanism**
- (v) Carbon offset contribution of £19,404**
- (vi) The residents of this development not to be eligible for parking permits, season tickets or car park permits, apart from Blue Badge holders and a charge made against the site to ensure the future buyers are aware of the parking restrictions.**
- (vii) Project Management and Monitoring Fee: a contribution equal to 5% of the total cash contribution to enable the management and monitoring of the resulting agreement.**

Applicants Solicitors Details

Name of solicitor:	Neil Baker
Company Name and Address:	Clarke Willmott LLP 1 Georges Square, Bath Street, Bristol, BS1 6BA
Tel No, Fax No. and Email address:	Email: neil.baker@clarkewillmott.com Tel. 0345 209 1301 / 0117 305 6301
DX No.	

Advice Required by:**Commissioning Officer: (Responsible for Budget)** Julia Johnson**Instructing Officer:** Richard Phillips (*Case Officer*)**Case Officer Contact no.** Ext. 0500**Cost Centre; Please identify:**

	Cost Centre	Identify ONE cost centre
Applications	59501	✓
Appeals	53125	
Enforcement	53160	

Date: 31st of October 2022

Agreed estimate of costs:

(Please double click then select checked)

- a) £0 - £999
 b) £1,000 - £2,999
 c) £3,000 - £4,999
 d) £5,000 - £9,999
 e) £10,000 and above

S.106No Limit
Recoup Money

Spend cannot exceed the above (ticked) figure until the Legal Services Fee Earner has sought additional authorisation from the Client Authorised officer. Please note that Legal Services does not hold any budget, all costs must therefore be found from within each Client Department budget.

Other than emergency legal work, this form must be emailed to the Legal Services Lawyer appointed for your department. These are as follows:-

DCEO/F&R	Simon Jones	Ext 0777	Sjones2@Hillingdon.gov.uk
ECP/PCS	Sarah White	Ext 7752	swhite@hillingdon.gov.uk
HOUSING	Kelly Dyson	Ext 0981	kdyslon@hillingdon.gov.uk
ECS/ASC	Stefan Szulc	Ext 6892	sszulc@hillingdon.gov.uk

You will receive a confirmation email within 3 working days of Legal Services receiving instructions from you via this form. The confirmation will include the AXXIA matter reference and the name of the lawyer dealing with your case. We aim, at least every month, to update you on the progress of your case, both in terms of how costs are being incurred and regarding general legal progress.

Please be aware that we are continually seeking ways in which we work with our clients and welcome any feedback from you on how we might improve our services delivery. Feedback should be given via the Client Satisfaction Questionnaires (CSQ's) which are sent to you upon completion of a matter.

Official Use Only:

Lead Lawyer:	Entered by:.....
Axxia Ref:	Date:.....
Work Type Code:	

